



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
BOARD OF HOME INSPECTORS

TELEPHONE: (302) 744-4500
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APPLICATION FOR HOME INSPECTOR TRAINEE REGISTRATION

INSTRUCTIONS

When to Apply

Before applying as for Delaware licensure as a Home Inspector by [examination](#), you register as a Home Inspector Trainee and complete 250 supervised home inspections in Delaware. Apply for registration as a Home Inspector Trainee if you do **not**:

- hold a *current* license as a Home Inspector in another jurisdiction (state, U.S. territory or District of Columbia)
- qualify for licensure under the [grandfather provision](#).

If you hold a current Home Inspector license in another jurisdiction, apply by [endorsement](#).

Requirements

- ☐ Submit a completed, signed and notarized [Application for Home Inspector Trainee](#).
- ☐ Enclose the non-refundable [processing fee](#) by check or money order made payable to "State of Delaware."
- ☐ Arrange for the Board office to receive a *Verification of Home Inspector Supervision* form (included with the application) completed and signed by your supervising Delaware-licensed Home Inspector.
 - The supervisor must send the form *directly* to the Board office.
 - If you have more than one supervisor, *each* supervisor must submit a completed and signed form.
 - If a supervisor is not yet a Delaware-licensed Home Inspector, you may accrue experience toward your own Home Inspector licensure under the supervisor starting after 8/6/2013 (the effective date of the law) through 11/4/2013 (the deadline for submitting grandfather application) **only if** the supervisor becomes licensed under the [grandfather provision](#) within three months after applying.
- ☐ If you have never been issued a U.S. Social Security Number (SSN), submit a [Request for Exemption from Social Security Number Requirement](#).
 - *The Privacy Act of 1974, Section 7, requires the following information to be given to all applicants:* Applicants for any Delaware professional or occupational license, permit, registration or certificate (other than Gaming permits) are required to provide a U.S. SSN (29 Del. C. §8735(m)). The Division of Professional Regulation uses the SSN primarily to verify identity and safeguard personal information. It may also be used to enforce child support obligation (13 Del. C. §2216) and for other lawful purposes.

When the application is considered complete, the Board will review it at its next [meeting](#). If approved, the Board office will notify you.

Experience Log

If approved for Trainee registration, you and your supervising Home Inspector(s) must maintain records of your home inspections on the [Experience Log](#). This Log will be required when you apply for licensure as a Home Inspector by [examination](#).

IDENTIFYING AND CONTACT INFORMATION

- Name: _____
Last First M.I.
- Other Names Used: _____
(Include maiden, other married, alternative spellings.)
- Date of Birth (month/day/year): _____ Gender: ☐ Male ☐ Female
- Have you been issued a U.S. Social Security Number? Yes ☐ No ☐ If yes, enter your SSN: _____
If no, you must file a [Request for Exemption from Social Security Number Requirement](#).

5. **Residence** Address: _____

City State Zip code

6. **Residence** Phone: _____ **Residence** Email: _____

SUPERVISOR INFORMATION

7. Supervisor Name: _____ Delaware License: H4- _____
If you have more than one, enter your main supervisor. See Instruction Sheet

8. **Business** Name: _____

9. **Business** Address: _____

City State Zip code

10. **Business** Phone: _____ **Business** Email: _____

11. Will you have other supervisors? Yes ☐ No ☐ **If yes, enclose a separate sheet listing each supervisor and his/her Delaware Home Inspector license number.**

Arrange for the Board office to receive a *Verification of Home Inspector Supervision* form completed and signed by each supervising Home Inspector.

LICENSURE HISTORY

12. Have you ever been a registered home inspector trainee or held a Home Inspector license in any jurisdiction?
Yes ☐ No ☐ **If yes, list each jurisdiction:**

JURISDICTION	LICENSE NUMBER

Arrange for the Board office to receive a letter of good standing *directly* from each jurisdiction where you have ever been a trainee or held a license or certification.

DISCLOSURES

13. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or other criminal offense, including any offense for which you have received a pardon, in any jurisdiction? Yes ☐ No ☐ **If yes, submit a complete explanation and a certified copy of your criminal history record from any jurisdiction in which you have been convicted or pardoned. For information on obtaining a Delaware criminal history record, see [State Bureau of Identification](#).**

14. Are any criminal charges pending against you in any jurisdiction? Yes ☐ No ☐ **If yes, submit a certified copy of your criminal history record.**

15. Have you ever received any administrative penalties (disciplines) regarding your practice as a home inspector, including but not limited to fines, formal reprimands, license suspensions or revocation (except for license revocations for nonpayment of license renewal fees), probationary limitations, **or** have you entered into any agreements which contain conditions placed by a regulatory agency on your professional conduct and practice, including any voluntary surrender of a license, certificate or registration in Delaware or elsewhere? Yes ☐ No ☐
If yes, submit a copy of the agency's order and a written explanation.

16. Are any disciplinary proceedings or unresolved complaints pending against you in any jurisdiction where you are currently, or were previously, licensed, certified, or registered? Yes ☐ No ☐ **If yes, submit a written explanation.**

17. Do you have any impairment related to drugs or alcohol that would limit your ability to act as a home inspector in a manner consistent with the safety of the public? Yes ☐ No ☐ **If yes, submit a written explanation.**

To assure consideration of your license application at the next Board meeting, the Board office must receive all of these items no later than 4:30 PM ten full working days before the meeting date:

- **Completed, signed and notarized application form**
- **Fee payment**
- **All required supporting documentation.**

Applications that are not complete within 12 months of filing may be considered abandoned and discarded. When your application is complete, please allow 4-6 weeks to receive your license.

AFFIDAVIT

I, the applicant, being duly sworn according to law, depose and say that the answers above set forth are true to the best of my knowledge and belief and that the application is made for the purpose of inducing the issuance of the license requested. I hereby confirm that I have read and agree to abide by all home inspector laws and rules in the State of Delaware and agree to cooperate with any investigation initiated by the Delaware Board of Home Inspectors including providing relevant documents and personally appearing before the Board and/or its investigators.

Applicant Signature: _____ **Date:** _____

State of _____ County of _____

Sworn and subscribed to before me this _____ day of _____, 2_____.

Signature of Notary Public: _____

SEAL

My commission expires: _____

APPLICATIONS THAT ARE UNSIGNED, NOT NOTARIZED, INCOMPLETE OR SUBMITTED WITHOUT THE REQUIRED PROCESSING FEE WILL BE REJECTED.



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VERIFICATION OF HOME INSPECTOR SUPERVISION

INSTRUCTIONS: *Each of a Trainee applicant's supervising home inspector(s) completes and signs this form*

1. Trainee Applicant's Name: _____
Last First Middle Initial
2. Supervisor's Name: _____
Last First Middle Initial
3. Do you hold a Delaware Home Inspector license? Yes ☐ No ☐ If yes, enter DE License: H4- _____ and skip to Question 6. If no, continue to the next question:
4. Have you applied for Delaware licensure? Yes ☐ No ☐ If yes, skip to Question 6. **Note: Inspections a Trainee performs under your supervision between 8/6/2013 through 11/4/2013 will count toward the Trainee's required inspections only if you become licensed under the [grandfather provision](#) within three months after applying.**
5. Do you or your employer carry at least \$50,000 of errors and omissions insurance and at least \$250,000 of liability insurance? Yes ☐ No ☐ If yes, enter name of insurance carrier: _____
Arrange for the Board office to receive a certificate of Liability, Errors and Omissions Insurance, sent directly from the insurance carrier to the Board office.
6. Business Address: _____

City State Zip code
7. Phone: _____ Email: _____
8. I certify that the applicant named above will assist in completing home inspection reports and may co-sign the home inspection under my supervision. Yes ☐ No ☐
9. Do you certify that you will:
 - actively and personally supervise the trainee? Yes ☐ No ☐
 - review and sign the home inspection report? Yes ☐ No ☐
 - accept total responsibility for the home inspection report? Yes ☐ No ☐
 - review and approve the trainee's *Experience Log* and provide copies of any home inspection reports the trainee assisted in preparing as requested by the Board? Yes ☐ No ☐
 - comply with all rules and policies for supervisory home inspectors? Yes ☐ No ☐
 - only assign work to the trainee if the trainee is competent to perform such work? Yes ☐ No ☐
10. Do you supervise anyone other than the trainee named above? Yes ☐ No ☐ **If yes, enter the information at right.**

NAME OF TRAINEE/LICENSEE	LICENSE NUMBER	JURISDICTION
11. Do you agree to notify the Board in writing when you are no longer supervising the trainee? Yes ☐ No ☐

Supervisor Signature: _____ **Date:** _____

State of _____ County of _____

Sworn and subscribed to before me this _____ day of _____, 2_____.

Signature of Notary Public: _____

SEAL

My commission expires: _____

Return the signed, completed, notarized form *directly* to the Board office at the address above.



DELAWARE BOARD OF HOME INSPECTORS EXPERIENCE LOG

Instructions

- You must submit an *Experience Log* to the Board when you are applying for licensure by either
 - *Examination*, or
 - *Grandfather Provision* and you wish to qualify for a grandfathered license based on the number of inspections you have performed in Delaware.
- You must maintain an *Experience Log* while you are a registered Home Inspector Trainee. You will be required to submit the completed *Log* to the Board when you apply for Home Inspector licensure by examination.
- The Board office must receive a *Verification of Home Inspector Supervision* form, which is included in the Home Inspector Trainee application form, for *each* supervisor who appears on your *Experience Log*. (This requirement does not apply if you are submitting the Log in connection with an application under the grandfather provision.)
- Use the following guidelines to complete your *Experience Log*. (Items 5-7 below – the supervising home inspector’s name, signature and license number – are not required if you are submitting the *Log* in connection with an application under the grandfather provision.)
 1. Enter your name and, if you are Trainee, your Trainee registration number, at the top of each page of the *Log*.
 2. You may copy the *Log*. Number the *Log* pages in the space provided in the upper right corner.
 3. List the client name and property address. ***Include the city, state and zip code.***
 4. Enter date of inspection in month/day/year format.
 5. Print the name of the licensed home inspector who supervised the inspection.
 6. Enter the license number of the licensed home inspector that supervised the inspection.
 7. The supervising home inspector must sign the log in the space provided.
 8. Sign and date the bottom of each page of the *Log*.

DELAWARE BOARD OF HOME INSPECTORS EXPERIENCE LOG

Home Inspector Name: _____

Home Inspector Delaware License #: _____

Inspection Number	Client Name/Property Address City, State and Zip	Inspection Date	Name of Supervisor	Supervisor Delaware License Number	Signature of Supervisor
				H4 - _____	
				H4 - _____	
				H4 - _____	
				H4 - _____	
				H4 - _____	
				H4 - _____	
				H4 - _____	
				H4 - _____	
				H4 - _____	
				H4 - _____	
				H4 - _____	

I affirm and state that this *Experience Log* is true and correct and that the activities listed are truthfully represented in this log. Upon request of the Board, I will make available for examination copies of home inspection reports or files prepared by me for which I claim experience in this *Experience Log*.

Home Inspector Signature: _____ **Date:** _____